

**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

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**CSBG Advisory Committee (CAC) Meeting  
March 24, 2005  
Community Services and Development**

**Attendees:**

Associated Community Action Program  
Association of California Community and Energy Services  
Calaveras/Mariposa Community Action Agency  
California Human Development Corporation  
California Nevada Community Action Partnership  
Campesinos Unidos, Incorporated  
Central Valley Opportunity Center  
Community Action Agency of San Mateo County, Inc.  
Community Action Commission of Santa Barbara, Inc.  
Community Action Partnership of Butte County, Inc.  
Community Action Partnership of Orange County  
Community Action Partnership of San Bernardino County  
Community Action Partnership of Sonoma County  
Community Design Center  
Contra Costa County Community Services Department  
County of Riverside, Department of Community Action  
Economic Opportunity Council of San Francisco, Inc.  
Fresno County Economic Opportunities Commission  
Glenn County Human Resource Agency  
Kings Community Action Organization  
Merced County Community Action Agency  
Monterey County Community Action Partnership  
Northern California Indian Development Corporation  
Redwood Community Action Agency  
Sacramento Employment and Training Agency  
San Joaquin County Department of Aging, Children's and Community Services

Tim Dayonot started the meeting by mentioning the passing of Paul White and the group discussed how much Paul had contributed. Director Dayonot announced that the Department will name its new training room, the Paul C. White Memorial Training Room. The Department will also be naming its Outstanding Leadership Award after Paul who coincidentally is the only person to have received one thus far.

#### AB 444 Update:

Lois Carson provided an update on the progress being made with the study to review the method for making appropriate adjustments to the CSBG allocation methodology. CAL Neva has organized an Advisory Committee that Lois Carson chairs. Lois expects that the consultants hired to study the minimum funding issue will have their final report completed during the first week in April 2005. The Advisory Committee will hold one final meeting and report to the Cal-Neva Board of directors who may make recommendations to the Legislature.

#### Director's Report:

Tim Dayonot brought up the proposed zeroing-out of CSBG funding and consolidation into a new economic and community development block grant – “Strengthening America’s Communities Initiative.” Tim asked agencies to share what they are hearing about the proposed changes. Agencies reported that they have been hearing that the changes are not likely to go anywhere, but that it behooves us all to demonstrate the benefits and successes of the CSBG program. All agreed that the future of CSBG will be decided in Conference.

Reauthorization of the CSBG program was also discussed and various executive directors discussed the controversy surrounding rights of faith-based organizations that receive CSBG funding. Wendy Wohl, CSD’s Chief Deputy, summarized that the focus of the reauthorization is: tighter accountability, board governance, monitoring, use of state administration funds, use of discretionary funds, corrective action and collaboration with Head Start.

#### National Performance Indicators Update:

Maxine Duruisseau gave a brief update of the National Performance Indicators (NPIs). California (CSD and its Network of CSBG Contractors) has been successful in implementing the NPIs for the 2005 Program Year. The process began in San Francisco at the Office of Community Services’ (OCS) ROMA Clearing House Meeting, where CSD staff, Associations, and a consultant from OCS developed an Action Plan for implementation. The Action Plan included the following: (1) consulting and collaborating with CSD’s five Associations, (2) establishing an NPI Work Group. This group, who represent the State, has worked very hard for the past seven months with the development and implementation of the NPIs, (3) conducting Regional and Sub-Regional Workshops, and (4) distributing the necessary reporting forms to CSBG Contractors for compliance.

Maxine also reported that the Guide to Organizing & Reporting NPIs was released by OCS and distributed to all CSBG contractors in September, 2004, which is the “official source document”, designed to help state and local CAAs to better organize and report ROMA outcomes that constitute the 12 NPIs. The NPI Work Group felt it was necessary to create Supplemental Instructions (designed specifically for CA) to the official guide. After months of developing the Supplemental Instructions, the Instructions have been finalized and will be released the first week in April. Once the instructions have been released, CSD staff and also the NPI Work Group are prepared to provide training and technical assistance.

Maxine further discussed briefly the importance of submitting the Mid-Year, CSD Form 801. Since this will be the first time contractors will submit this report (National Goals and Indicators), the key is to submit accurate information and data that will "tell the story"; showing clients moving toward self-sufficiency. The reports will be carefully analyzed and processed by the Field Operations Representatives.

Lastly, Maxine discussed Goal 4, NPI 4.1 – Expanding Opportunities through Community-Wide Partnerships. This goal has only one outcome measure/category. OCS' Monitoring and Assessment Task Force/Information System Task Force will take another look at 4.1, with the possibility of adding more outcome measures. If more measures are added, they will not have to be implemented in the 2005 Program Year, but in 2006.

#### Community Action Plan Changes:

Pamela Harrison reviewed the changes to the 2006/07 Community Action Plan. Under Requirement 3, the agencies are requested to provide a description of activities the agencies are administering. The change was implemented to ensure that CSD is in compliance with the requirement to comply with the assurance and have a description available of how the activities will enable families and individuals to be served.

Pamela Harrison distributed a sign up sheet to solicit volunteers from the network to participate on CSD's 2006 Workshop Planning Committee.

#### Current Year Funding:

Wendy Wohl explained that the department has not released the second half of the CSBG funding for expenditure because OCS has not authorized spending beyond ½ of the total CSBG allocation. Agency contracts reflect the full CSBG allocation and CSD will send a letter authorizing spending over the 50% level as soon as authority is provided to us. We expect to get additional spending authority in April 2005. Wendy mentioned that OCS may take an additional cut of up to 1% to the CSBG grant for this year, but this will not affect agency budgets as CSD must backfill with discretionary funds and cuts from one year to the next. The discretionary backfill could amount to almost \$1 million this year, so it may be more difficult to grant agency discretionary requests this year.

#### Board Training:

The department has initiated an effort to update and enhance the board training package and hopes to have it completed by the end of summer. Norm DeYoung has been assigned this project and went over the proposed modules and the tripartite board guidance just released by OCS.

1. Many CAAs are passing the baton on to a new generation of leaders. Therefore OCS is restating and amplifying the structure and values of Tri-Partite Boards.
2. A major piece of the amplification was that Boards are expected to "fully participate in the development, planning, implementation, and evaluation of the program to serve low-income communities".
3. Another, that the low-income sector was to be represented by "low-income" people, NOT "representatives" of low-income people, such as the Executive Director of the United Way, Salvation Army, etc.

4. Also, notwithstanding the fact that Public Board structures may be the primary governing body of the CAA, which contains an advisory body that meets the requirements of the tri-partite requirement, that the Public Board is to assure that "decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of the program" are provided by "residents" of the area served.

#### Contract Improvement Task Force and Automation Task Force:

The group was asked if these two task forces could be combined, but it was decided that the two groups should be separate mainly because the most-qualified person to serve on the task forces may not always be the same person. A sign-up sheet was passed around for the Contract Improvement Task Force and several agencies signed-up. The first meeting will be held in April. Anyone interested in participating can contact Maxine Duruisseau at (916) 341-4272. CSD has offered to reimburse travel costs for participants of both task forces. CSD anticipates that each task force will require one meeting a month.

#### Best Practices, Panels, Training:

Tim Dayonot lead a discussion with the group on proposed future CAC Agenda items which previously the group had decided should include Best Practices (highlighting successful agencies) Panels (sharing expertise and ideas), and Training (including new director training). In addition to topics already recommended for one or more of these forums, the group came up with additional topics including:

- How others are reporting fund raising and lobbying
- How CAAs can provide service in the health arena (drugs, obesity, school food, tobacco, etc.)
- Roles and relationships between community action and Head Start, including other state's perspectives
- Immigration Citizenship
- How CAAs can participate in child welfare improvement
- Training on OMB circulars and audits/financial responsibilities
- How CSD can work with Cal Neva to provide leadership training, including sponsoring the Community Action Professional certification and other awards
- How CSD is structured/organized

Tim agreed to convene the CAC planning subcommittee to go through all these ideas and come up with a topic and format for them at the next CAC Advisory meeting.

#### Next meeting:

The group was asked if the current format of including LIHEAP and CAC on the same day was working since we seemed to lose people in the afternoon to catch flights. The group decided they wanted to continue to have the two meetings in the same day, but incorporate a working lunch and try to streamline the agenda to incorporate similar agenda items during lunch. Cal Neva offered to supply lunch.